



**County of San Diego, Planning and Development Services**  
**DENSITY BONUS APPLICANT'S GUIDE**  
**ZONING DIVISION**

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These guidelines provide information on how to apply for a Density Bonus Permit. You may also contact Planning and Development Services (PDS) to set up a pre-application meeting to discuss your project at (858) 565-5981. Please note there is a fee for this meeting.

The following forms will need to be completed and submitted. If the Density Bonus is part of a project that also requires another permit from PDS, you do not need to submit each form more than one time.

**FILING REQUIREMENTS**

**FORMS:**

Discretionary Permit Application (PDS-346)  
Supplemental Application for a Density Bonus (PDS-346DB)  
Ownership Disclosure (PDS-305)  
Evidence of Legal Parcel (PDS-320)  
Plan Check Pre-App Notice (PDS-581)  
Service Availability Letters (PDS-399F, PDS-399S, PDS-399SC, PDS-399W)  
Acknowledgement of Filing Fees and Deposits (PDS-126)  
Appointment Letter (PDS-267)  
Signature Requirements (PDS-906)  
Density Bonus Housing Agreement  
Defense and Indemnification Agreement (PDS-209)  
Determination of Legal Parcel (PDS-219)  
Pro forma (PDS-340, Only required if applicant requests incentives)

**PLOT PLANS:**

Maximum Allowable Residential Density (Zoning Ordinance Section 4115) for the project site must be established in order to calculate the appropriate number of bonus units. Plot plans and elevations must be submitted that demonstrate the maximum number of units that the project site can accommodate when complying with all applicable land use requirements. This number will establish the base used to calculate the number of bonus units available to the project.

Reserved Units are those dwelling units reserved for rental or sale to a particular income classification (moderate, low or very low income households) or to a senior citizen that make the project eligible for a density bonus. Plot plans and elevations must be submitted that identify the location of the reserved units and the bonus units. The use of any requested incentive must also be identified.

**AGREEMENT:**

An agreement must also be signed and recorded with the terms and conditions that the owner must meet in order to receive a density bonus. (Zoning Ordinance Section 7430)

**INCENTIVES:**

A financial pro forma (PDS-340) must be completed and submitted if any incentive is requested (Zoning Ordinance 7410 b.2.). The purpose of the pro forma is to demonstrate that the incentive results in identifiable, financially sufficient, and actual cost reductions that contribute significantly to the economically feasibility of the reserved units. (see Zoning Ordinance Section 7420 a.)



## County of San Diego, PDS, Zoning Division DENSITY BONUS APPLICANT'S GUIDE

*Continued*

Incentives are only available to projects that reserve units for a specific income classification. The number of incentives that may be requested is based on the type of income classification and percentage of reserved units (see Zoning Ordinance Section 6365 b). The applicant is responsible for the County's costs in reviewing and confirming the data. (Zoning Ordinance Section 7410 c.2.)

### FINANCIAL PRO FORMA

1. The following guidance applies to these three pro formas:
  - Maximum Allowable Residential Density
  - Density Bonus Project without Incentives
  - Density Bonus Project with all Requested Incentives
2. Data in the pro formas should be consistent with the accompanying plot plans and elevations.
3. *Project Description* (page 1):
  - I. Self explanatory
  - II. Size of the project site
  - III. Description of the units being offered using number of bedrooms. Number of units of this type and the unit's size in square feet

#### **EXAMPLE:**

Studio	10 units	700 square feet
1 bedroom	10 units	700 square feet
1 bedroom	15 units	850 square feet
2 bedroom	10 units	1000 square feet
2 bedroom	5 units	1200 square feet
<b>Totals/Averages</b>	<b>50 units</b>	<b>855 square feet average</b>
<b>Density</b>	<b>(50 units divided by item II above)</b>	

- IV. The gross building area for the units includes all stories (floor area) for residential buildings, excluding attached garages. The common area includes habitable space such as hallways, laundry facilities, elevators, etc.
  - V. Surface spaces includes all parking which is not located in an attached garage. Total square footage is total area allocated for this type of parking.
  - VI. Amenities are those amenities provided for the residents such as a swimming pool, exercise room, child care, tot lot, riding trail, etc. Please describe.
4. *Estimated Development Costs* (Page 2):
    - I. The first item is the size of the land purchased in square feet, followed by the cost per square foot and last is the total cost.
    - II. Generally, the first column is the cost per dwelling unit or per parking space, the last column is the total cost for the item. On site improvements include landscaping costs for common areas.
    - III. III. through V. are self-explanatory.
  5. *Developer Profit Calculations* (page 2):
    - I. Calculation of the revenue generated by the sale of the units.
    - II. Calculation of profit.



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*Continued*

**6. Worksheets:**

There are three worksheets (Project Description – Page 1, Estimated Development Costs – Page 2, Developer Profit Calculation – Page 3).

The worksheets are a duplication of the requested information in the pro formas. The purpose is to compare the financial impact of each requested incentive on the costs and/or revenue of the project to demonstrate that each incentive results in identifiable, financially sufficient and actual cost reductions that contribute significantly to the economic feasibility of the reserved units.

If you are requesting less than three incentives, only fill in the sections on each worksheet for the incentives you are requesting.